

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 4: Assessment (Investigation)	Effective Date: July 1, 2007
	Section 7: Locating the Subjects	Version: 1

POLICY

OLD POLICY: 205.41

- The Indiana Department of Child Services (DCS) will make good faith efforts to locate all required contacts when conducting a child abuse/neglect (CA/N) assessment (investigation).

See also related policy, [Good Faith Efforts](#)

Code References

- N/A

PROCEDURE

The FCM will:

- Attempt to locate the subjects of all required interviews by consulting a variety of resources. See separate policy, [Required Interviews](#).
- In cases where the whereabouts of a child are unknown, contact the child's parent/guardian/custodian and request to be notified when the child appears.
- Document the **inability** to locate and interview any required contact along with the efforts made. See separate policy, [Good Faith Efforts](#).

The FCM Supervisor will:

- Assist the FCM as necessary by using creative problem-solving techniques to help locate the subjects.

RELATED INFORMATION

Locating the Subjects

Several avenues are available to obtain assistance with locating the required contacts. Examples include, but are not limited to:

- Relatives who may have recent information concerning the subjects' whereabouts;
- Law enforcement (e.g. - can run a search on license plate numbers, social security numbers, etc.);
- Local branch of U.S Post Office;
- Local utility companies;
- Bureau of Motor Vehicles (BMV);
- School records;
- Internet search engines (i.e. www.google.com); and,
- Telephone directories and information (i.e., dial 4-1-1).

FORMS AND TOOLS

- N/A